POLICE CRIME ANALYSIS TECHNICIAN

DISTINGUISHING FEATURES
The fundamental reason the Crime Analysis Technician exists is to provide technical support to the Crime Analysis Unit in the areas of data analysis, quality control of uniformed crime reporting and analytical reports. This classification is non-supervisory and receives general lead supervision from the Police Analyst II.

ESSENTIAL FUNCTIONS:
Creates monthly calls for service listing for Officers living in multi-housing complexes to help solve tenant problems, as well as crime problems within each complex. Police Officers currently assist multi-housing complexes with security measures while living at those complexes. This document will assist those officers in their crime prevention duties.

Prepares and submits the Federally mandated monthly Uniform Crime Reports (UCR) to the State. This process includes the daily reading of reports, coding of crimes, and quality control of the data.

Enters and maintains information in the Automated Tactical Analysis of Crime (ATAC) database in providing tactical crime analysis information to the department and the community. ATAC is the main tool used by crime analysts to identify current crime patterns and series within the City of Scottsdale. CAU Technicians help maintain this database.

Creates weekly "Hotspot" bulletins for the department crime trends process, and monthly "Problem Area" bulletins to help identify problem areas within the city. Using the ATAC database, CAU Technicians create weekly and monthly bulletins that identify problem areas in the city using mapping, spreadsheet, and statistical software. These bulletins are used for tactical responses to current "hotspot" areas, or as supporting documentation for long-term problem solving efforts.

Downloads, converts, and prepares calls for service data from the Department's computer aided dispatch (CAD) system. This function provides the crime analysis unit with a reliable call for service data source. This information has many uses including: a monthly bulletin, address listings, and deployment studies.

Prepares monthly "Calls for Service" bulletin for patrol personnel to help identify calls for service problems within the city. This bulletin is a key component for resource allocation, and deployment practices.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

- Research techniques, methods, and procedures.
- Principles and application of statistical methods and forms.
- Computer software skills to include word processing, spreadsheets, and e-mail.
- Knowledge to operate within a Microsoft Windows environment.
- Business arithmetic.
- Business composition: able to communicate through written documentation with correct spelling, grammar and punctuation.

Ability to:

- Listen and communicate effectively, both verbally and in writing, with the public, City staff, and co-workers.
- Use a personal computer, a variety of computer programs including Microsoft WORD, spreadsheets and databases, and other office equipment essential to performing daily tasks requiring continuous and repetitive arm, hand, and eye movement.
- Comprehend, interpret, analyze and make inferences from complex written documents and oral communications; make complex mathematical calculations.
- Sit for extended periods of time inputting and accessing computer records; bend and stoop to retrieve files; visually distinguish computer screens; lift up to 25 pounds without assistance.

Education and Experience
- Requires a high school diploma or GED.
- AA degree is preferred.
- College coursework in Criminal Justice or a related field is desirable.
- Work experience within a Crime Analysis Unit or law enforcement is preferred.

FLSA Status: Non-Exempt   HR Ordinance Status: Classified